



## *Job Opportunities at New York State Homes and Community Renewal*

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### **Supervisory Environmental Analyst**

Albany, NY

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York State.

Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnuskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

**What we offer:** As an employee of the Housing Trust Fund Corporation, you will be eligible to participate in the New York State and Local Retirement System and the New York State Health Insurance Program. Staff enjoys regular training and certification opportunities organized by our Training and Professional Development unit. HTFC offers optional life insurance, FSA and Dependent Care programs, and a commuter benefit program. Additionally, HTFC participates in NYS Paid Family Leave and provides Short Term and Long-Term Disability coverage.

New York State Homes and Community Renewal currently offers the possibility of a hybrid workplace through our Telecommuting Pilot Program. Participation in this program requires an application process that must be approved. Participation is not guaranteed.

#### **Position Summary**

Under the direct supervision of the Director, the incumbent conducts environmental reviews of projects granted Project Based Vouchers (PBVs) and is responsible for supervising one to three (1) – (3) Environmental Analysts in conducting the environmental reviews of projects granted Project Based Vouchers (PBVs).

The incumbent has knowledge or the ability to quickly acquire knowledge with the provisions of the National Environmental Policy Act (NEPA), the State Environmental Quality Review Act (SEQRA), the State Historic Preservation Office (SHPO), the (New York) City Environmental Quality Review (CEQR), the Flood Plain Management Criteria, and the Waterfront Revitalization and Coastal Resources Review. The incumbent researches problem issues and develops possible resolutions, monitors compliance between DHCR/HTFC and HUD, the U.S. Department of Agriculture, the Department of Fish and Wildlife, the Coastal Zone Commission, and other Federal and State agencies as necessary.



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Under the direction of the Director, the incumbent serves as a secondary resource on environmental issues for Agency staff and provides technical assistance.

### **Duties and Responsibilities:**

- Performs, trains, and supervises assigned SG-18 equated staff to complete Project Based Voucher Program environmental reviews in compliance with SEQR/NEPA requirements.
- Coordinates with HCR PBV Program staff, HCR Multifamily Housing Program Staff, and HCR Development Directors to manage PBV application pipeline to ensure efficient review of all anticipated development activities for existing projects.
- Coordinates with Environmental Unit Supervisory Environmental Analysts to determine assignments of reviews of both standalone PBV projects and Multifamily Housing Program projects that are allocated PBVs.
- Acts as designated 24 CFR Part 58 Certifying Officer and HCR SEQR Officer.
- Periodically reviews EAU Library of procedures and regulations and supervises creation of updates as needed.
- Provides and supervises technical assistance given to Agency staff and applicants.
- Tracks assigned SG-18 equated staff's Time & Attendance and performs evaluation reviews as required.

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

### **Minimum Qualifications and Desired Skills:**

- Bachelor's degree in civil, environmental, or geological engineering; environmental planning; environmental studies; environmental, natural, or physical science; land use planning; geography; AND,
- Three years of experience preparing or reviewing environmental review documents, with demonstrable experience preparing reviews of affordable housing programs, including environmental review documents for NYS Environmental Quality Review (SEQR), HUD's 24 CFR Part 58 National Environmental Policy Act (NEPA) and other required state and federal environmental laws, including but not limited to those related to historic preservation, floodplain management, agricultural districts, coastal zones, endangered species, wetlands, and site contamination.

### **Instructions for Applicants:**

Applicants must include a cover letter and resume for review.

**[TO APPLY, CLICK HERE](#)**

New York State is an Equal Opportunity Employer (EOE)